



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF

ATZK-CP (690-500)

30 July 2002

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters


SUBJECT: Thunderbolt Six Policy Memo No. 38-42 – Selection Panel Interviews When Filling Permanent Supervisory Position Vacancies at GS-13 and Above Grade Levels

1. Reference Fort Knox Regulation 690-5, Merit Promotion and Placement Plan, 28 Oct 1996.
2. Incumbents of civilian supervisory positions at grade GS-13 and above have significant impact in the decision-making process affecting the successful accomplishment of mission requirements. In considering the importance of the qualifications, attributes, and talents of the civilians occupying these positions, I want to ensure a procedure is in place that provides a broader perspective and review of candidate qualifications when these positions are being filled.
3. To reinforce procedures already in place for selecting the best-qualified candidate in a fair and equitable manner and to demonstrate significant senior level involvement in the selection process, a selection panel interview will be required when filling supervisory positions at GS-13 and above grade levels. The selection panel will consist of a minimum of three members that can be on-post or off-post federal government employees. The panel will provide a written selection recommendation to the selecting official based on review of the candidates' applications and interview process.
4. Exceptions to this policy will be:
 - Filling a position with an applicant in lieu of reduction in force measures.
 - Placement of a well-qualified Priority Placement Program (PPP) registrant.
 - Placement of a current Fort Knox employee as a result of a transfer of function or realignment action.
5. While not required, I encourage selecting officials to use a selection panel when filling other positions when it would prove to be beneficial in the selection process. We owe it to our work force to feel they are competitive and that there is a fair, impartial process for hires.

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6. Instructions for selection panel interview procedures will be provided by a representative from the Civilian Personnel Advisory Center.



R. STEVEN WHITCOMB
Major General, USA
Commanding

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